



STATE OF RHODE ISLAND BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

COA RENEWAL/AMENDED APPL.

1 Capitol Hill, 2nd Fl.
Providence, RI 02908
www.bdp.state.ri.us

Phone: (401) 222-2565 Fax: (401) 222-5744

Certificate of Authorization (COA)

TITLE 5

Businesses and Professions

CHAPTER 5-8

5-8-24. Sole proprietorship, partnership, limited liability partnership, corporate and limited liability company --

(a) The practice or offer to practice engineering as defined by this chapter by a sole proprietorship, partnership, limited liability partnership, corporation or limited liability company subsequently referred to as the "firm", through individuals is permitted; provided, that the individuals: (1) are in direct control of such practice; (2) exercise personal supervision of all personnel who act in behalf of the firm in professional and technical matters; and (3) are registered under the provisions of this chapter; and provided, further, that said firm has been issued a certificate of authorization by the board of engineers.

(b)(1) Within one year after enactment of this chapter every firm must obtain a certificate of authorization from the board and those individuals in direct control of the practice and who exercise direct supervision of all personnel who act in behalf of the firm in professional and technical matters must be registered with the board. The certificate of authorization is issued by the board upon satisfaction of the provisions of this chapter and the payment of a fee not to exceed one hundred twenty-five dollars (\$125.). This fee shall be waived if the firm consists of only one person who is the person in responsible charge.

(2) Every firm desiring a certificate of authorization must file with the Board an application for a certificate of authorization on a form to be provided by the Board. A separate form provided by the board is to be filed with each renewal of the certificate of authorization and within thirty (30) days of the time any information previously filed with the Board has changed, is no longer true or valid, or has been revised for any reason. If, in its judgment, the information contained on the application and renewal form is satisfactory and complete, the board will issue a certificate of authorization for the firm to practice engineering in this state.

(3) No firm that has been granted a certificate of authorization by the board shall be relieved of responsibility for modification or derivation of the certificate, unless the board has issued for the applicant a certificate of authorization or a letter indicating the eligibility of such applicant to receive the certificate. The firm applying shall supply the certificate or letter from the Board with its application for incorporation, organization or registration as a foreign corporation.



STATE OF RHODE ISLAND BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

1 Capitol Hill, 3rd Fl.
Providence, RI 02908
www.bdp.state.ri.us

COA RENEWAL/AMENDED APPL.

Phone: (401) 222-2565 Fax: (401) 222-5744

INSTRUCTIONS FOR CORPORATIONS and LIMITED LIABILITY COMPANIES

1. Complete the Certificate of Authorization (COA) renewal application, **have it notarized**, and mail it to the Board with the \$50.00 renewal fee and/or \$50.00 name change fee. There is no fee to add or change a person in responsible charge. **If you are the only employee in your firm, you are exempt from the fee.**
 2. **A copy of a current Certificate of Good Standing must accompany your application and renewal fee.** You may obtain this form by contacting the Office of the RI Secretary of State Corporate Division at (401) 222-3040.
 3. After review and acceptance of renewal application, you will be sent a renewal letter and sticker to be placed on your wall certificate.
-

INSTRUCTIONS FOR PARTNERSHIPS and SOLE PROPRIETORSHIPS

1. Complete the Certificate of Authorization (COA) renewal application, **have it notarized**, and mail it to the Board with the \$50.00 renewal fee and/or \$50.00 name change fee. There is no fee to add or change a person in responsible charge. **If you are the only employee in your firm, you are exempt from the fee.**
 2. After review and acceptance of renewal application, you will be sent a renewal letter and sticker to be placed on your wall certificate.
-

INSTRUCTIONS FOR LIMITED LIABILITY PARTNERSHIPS

1. Complete the Certificate of Authorization (COA) renewal application, **have it notarized**, and mail it to the Board with the \$50.00 renewal fee and/or \$50.00 name change fee. There is no fee to add or change a person in responsible charge. **If you are the only employee in your firm, you are exempt from the fee.**
2. **A copy of a current Certificate of Legal Existence must accompany your application and renewal fee.** You may obtain this form by contacting the Office of the RI Secretary of State Corporate Division at (401) 222-3040.
3. After review and acceptance of renewal application, you will be sent a renewal letter and sticker to be placed on your wall certificate.

COA # _____
Check # _____

STATE OF RHODE ISLAND BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

1 Capitol Hill, 3rd Fl.
Providence, RI 02908www.bdp.state.ri.us

COA RENEWAL/AMENDED APPL.

Phone: (401) 222-2565 Fax: (401) 222-5744

Name under which services are offered.

Name: _____
Address: _____

Renewal Fee: \$50.00

Company Name Change Fee: \$50.00
(Make check payable to: Treasurer State of RI)

RENEWAL DUE DATE: 6/30/06

Phone: () _____ Fax: () _____

TYPE OF ENGINEERING SERVICES OFFERED IN R.I.: _____

- ☐
- Corporation
- ☐
- Partnership
-
- ☐
- Limited Liability Company
- ☐
- Sole Proprietorship
-
- ☐
- Limited Liability Partnership

List all Rhode Island licensed engineers in responsible charge who act on behalf of the firm.

For the purposes of this requirement, no person who is not an employee of the firm may be considered to be in responsible charge. The engineer in responsible charge shall work not less than twenty (20) hours per week for the firm, provided however that the Board might waive such requirement upon written application to the Board for good cause shown.

I hereby certify under oath that I acknowledge that I have the obligation of keeping the Board informed at all times in the event that I should terminate my employment and/or position of engineer in responsible charge. I further acknowledge that in the event that such a termination of responsibility occurs, that I must notify the board, in writing, within seven (7) days of the date of such termination and that otherwise, the Board shall be authorized to hold me responsible for any and all work performed by this firm.

Name	Discipline	Are you listed on other COA's in RI?			Signature	RI Lic. No.
		Yes	No	How Many		

If you are the only employee in your firm, you are exempt from the fee but only if you complete this section.

"I hereby certify that I have no employees and that I am the sole Rhode Island licensed engineer of the firm and the individual in responsible charge."

Signature: _____

1. Have you or any partner, officer, majority shareholder or member of the Board of Directors, been convicted of or entered into a plea bargain any offense which involves, fraud, professional negligence, moral turpitude or are any such charges now pending?

If yes, for each such offense, state the nature of the charge, the State in which the charge was brought and the person or persons convicted or has entered into a plea. If any charges are pending, please briefly explain. Yes ____ No ____

2. Has any officer, majority shareholder or member of the Board of Directors, or any registered P.E. employed by the firm, had his or her license to practice engineering revoked or suspended in any State? If yes, state the name of such person, their address, and the nature and State of such revocation or suspension. Yes ____ No ____

3. Have you read/understood the provisions of R.I. Gen. Laws Title 5, Chap. 8 as amended? Yes ____ No ____

4. Have you read/understood the Rules and Regulations and the Canons of Ethics adopted by the Board? Yes ____ No ____

I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of engineering in RI.

Signed: (Director) _____ Title: _____ Date: _____

Subscribed and sworn to before me this ____ day of _____

County and State

Signed (Notary Public)

Date Commission Expires

Notary Seal